



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/30/2021

Amended* Post Date: 07/02/2021

The following documents are included in the packet for the Property and Insurance Committee on July 6, 2021:

- 1) ***Amended Agenda**
- 2) Minutes from June 1, 2021
- 3) ***Purchase Request- DA Cellphone**
- 4) Ordinance 19-2019 Creating an Ordinance Regarding the Use of County Facilities
- 5) Buildings and Grounds Report



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Property & Insurance Committee Meeting Notice

Date: July 6, 2021 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

Amended** AGENDA

Committee Members

David
Abendroth,
Chair
Charles Buss
Patti Garro
Richard
Trochinski
Keith Hess

Elizabeth
Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 06/01/2021
5. Public Comment
6. Use of County Property
 - 300 Club
7. **Purchase Request-DA Cellphone
8. *Discussion regarding amendment to Ordinance 19-2019 Creating an Ordinance Regarding the Use of County Facilities
9. Discussion regarding 2022 County Health Insurance
10. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
11. Committee Discussion
 - Future Meeting Dates: Regular Meeting 08/03/2021 at 4:30 PM
 - Future Agenda items for action & discussion
12. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks are required for individuals who are **not** vaccinated) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance
Time: Jul 6, 2021 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83845308461?pwd=WmR0ZlpXaEVOYUlrZDNSYS9HNitqZz09>

Meeting ID: 838 4530 8461
Passcode: 422361

Dial by your location

+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PROPERTY AND INSURANCE COMMITTEE

June 1, 2021

The meeting of the Property and Insurance Committee was called to order by Chair Abendroth on Tuesday, June 1, 2021 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Chuck Buss
Patti Garro
Richard Trochinski
Keith Hess (Zoom)

Other County employees present: Cathy Schmit, County Administrator (Zoom); Scott Weir, Maintenance Supervisor; Liz Otto, County Clerk; Harley Reabe, County Board Chair; Judge Mark Slate; Ed Schuh, FRI Unit Manager; Dawn Brantley, FRI Services Coordinator; Sheriff Mark Podoll; Jason Jerome, HHS Director; Dawn Klockow, Corporation Counsel (Zoom)

MINUTES

Motion/second (Garro/Buss) to approve the minutes of May 4, 2021. *Motion/second (Garro/Buss)* to amend original motion to include Dawn Klockow as present via Zoom. Motion carried with no negative vote.

PUBLIC COMMENT – none

USE OF COUNTY PROPERTY

- **2021 Catamaran Regatta**

County Clerk Liz Otto read an email from Julie Jankowski requesting approval for the use of Sunset Park on September 17th – 19th for the 2021 Catamaran Regatta. *Motion/second (Garro/Trochinski)* to approve the request. Motion carried with no negative vote.

RESOLUTIONS

- **Relating to Government Center Circuit Court Systems Updates**

Judge Mark Slate stated he is not in favor of approving this resolution. Slate had requested camera updates only, not all of the extras included in the quote, and he never received any clarification upon request. Slate also feels this should be bid out before approval. *Motion/second (Abendroth/Garro)* to deny the resolution. Corporation Counsel Dawn Klockow outlined the correct procedure to vote on the resolution and also stated that the Chair of the committee cannot make a motion. Motion rescinded. *Motion/second (Garro/Hess)* to approve the resolution as presented. Ayes – 1 (Trochinski), Nays – 4. Motion failed.

FOX IVER INDUSTRIES ROOF PROJECT

HHS Director Jason Jerome explained the project and the bids included in the packet - one from Custofam for \$38,412 and the others from Your Choice Roofing for \$56,370 or \$37,638. Jerome explained the differences in

the bids and stated that the HHS Committee had recommended and approved the Custof foam bid. FRI Unit Manager Ed Schuh outlined the financing for the project. *Motion/second (Garro/Trochinski)* to approve the Custof foam bid for \$38,412. Motion carried with no negative vote.

MAINTENANCE REPORT

- Buildings and Grounds Report – Maintenance Supervisor Scott Weir had no additions or corrections to his written report.
- Monthly activities

COMMITTEE DISCUSSION

Future Meeting Date: July 6, 2021 at 4:30 PM.

Future Agenda items for action & discussion: 2022 health insurance

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:43 PM.

Submitted by,

Liz Otto
County Clerk



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:

ORDINANCE NO. 19-2019

Creating an Ordinance regarding the Use of County Facilities

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of December 2019, does ordain as follows:

- 1 **WHEREAS**, the County Clerk often receives inquiries from non-profit groups, school
- 2 districts, and other organizations requesting the use of County Buildings or real property
- 3 for non-county functions; and,

- 4 **WHEREAS**, a policy for applying for use of County buildings or real property is
- 5 necessary to ensure that all groups that request use of County buildings or real property
- 6 are treated equally and follow the same rules for use.

Roll Call on Ordinance No. 19-2019

Submitted by Property & Insurance Committee:

Ayes 18, Nays 0, Absent 1, Abstain 0

/s/ Vicki Bernhagen

Vicki Bernhagen, Chair

Passed and Enacted/~~Rejected~~ this 17th day of December, 2019.

Patti Garro, Vice-chair

/s/ Harley Reabe

County Board Chairman

/s/ David Abendroth

David Abendroth

/s/ Elizabeth A. Otto

ATTEST: County Clerk
Approve as to Form:

/s/ Richard Trochinski

Richard Trochinski

/s/ Dawn N. Klockow

Corporation Counsel

/s/ Keith Hess

Keith Hess

7 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
8 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

9 Section 1. Green Lake County Ordinance, County Facilities, use of is hereby created as
10 follows:

11
12 Definitions, as used in this ordinance,

13
14 “County-Owned Facilities” means the

- 15 • Green Lake County Government Center, located at 571 County Road A, Green
16 Lake, WI.
- 17 • Green Lake County Fairgrounds located at 570 South Street, Green Lake, WI.
- 18 • Green Lake County Highway Department located at 570 South Street, Green Lake,
19 WI.
- 20 • Green Lake County Highway Department located at N1906 STH 73, Manchester,
21 WI.
- 22 • Green Lake County Maintenance Building, 500 Lake Steel Street, Green Lake, WI

23
24 Reservation of County Facilities

25
26 A. Policy on Reservation. The County-owned facilities are primarily for the exclusive
27 use of the County for the operation of county government. However, under proper
28 circumstances, the use of County-owned facilities or parts thereof may be permitted by
29 outside groups wishing to hold an event. This Ordinance is intended to regulate exclusive
30 use of the County’s facilities or parts thereof in the County so that the general welfare of
31 the County is protected.

32
33 B. Reservation County-owned Facility Space. A person, group, firm, organization,
34 partnership or corporation may reserve the use of a County-owned facility by written
35 application filed with the County Clerk for a permit for use of the same. The County Clerk
36 shall forward the application to the Property and Insurance Committee for its review. The
37 Property & Insurance Committee shall have the authority to issue permits for the use of
38 County-owned facilities. County-owned facilities are reserved on a first-requested, first-
39 reserved basis.

40
41 C. Application. Applications shall be submitted to the County Clerk at least 30 days
42 prior to the date on which the use is requested. The application shall contain the following
43 information:

- 44
45 1. The name, address and telephone number of the applicant.
- 46 2. The name, address and telephone number of the headquarters of the same and
47 the responsible and authorized officers of the same.
- 48 3. The name, address and telephone number of the person who will be the
49 responsible party during the event.
- 50 4. The County-owned facility being requested for use

- 51 5. The date when the use is requested and the hour of the proposed use date.
52 6. The anticipated number of person to use the facility. If more than 1000 persons
53 are expected to attend, an additional separate permit under Ordinance Chapter
54 109 is required.
55

56 Note: Applicants should be mindful that the Property and Insurance Committee
57 meets monthly and may need to submit an application for use of a facility more than
58 30 days in advance to ensure that the Committee can review the application at its
59 next scheduled meeting.
60

61 D. Fees and charges.

- 62
63 1. Deposit. The applicant must deposit \$300.00. If there is no damage and trash is
64 picked-up and properly disposed, the deposit will be returned. If there is damage
65 or trash left behind, the deposit will be forfeited and applied to the costs. Checks
66 will not be negotiated unless the deposit is forfeited.
67
68 2. Applicant is responsible for the pick-up and removal of trash. Applicant is
69 responsible for any damage to the facility. Any damage to the facility during
70 Applicant's event will be deducted from the deposit. If trash is not picked-up and
71 removed, the cost of pick-up and removal will be deducted from the deposit. If
72 the deposit does not cover damage or trash removal or both (if applicable) the
73 County may submit the matter to the Corporation Counsel to recover the damage
74 and costs remaining.
75
76 3. The Maintenance Supervisor shall have the authority to determine damage to the
77 Government Center and Maintenance building and parking lot at the Lake Steel
78 Street location. The Highway Commissioner shall have the authority to determine
79 damage to the Highway Department grounds and County Fairgrounds.
80

81 E. Action on application. The Property & Insurance Committee shall act promptly on
82 all applications for permits and shall consider applications at its next regularly scheduled
83 meeting.
84

85 F. Reasons for Denial. Applicants may be denied for any of the following reasons:
86

- 87 1. The proposed use would violate federal, state or local ordinances.
88 2. If the application is missing any information required.
89 3. The application is made less than the required 30 days in advance of the
90 requested exclusive use.
91 4. If a permit is required for a large assembly and is not granted.
92

93 G. Indemnification/Insurance.

- 94 1. The applicant must provide proof of insurance for a minimum of \$250,000
95 naming the County as an additional insured.
96 2. If the applicant does not have a minimum insurance policy for \$250,000, the

97 applicant, if a non-profit entity, may apply to the County's insurance carrier for
98 "Tenant-User Liability Program", and if approved shall pay the insurance
99 premium and be responsible for paying any deductible under the "Tenant-User
100 Liability Program".

101
102 H. A permit is not required for a county sponsored activity, including but not limited to
103 the County Fair, and 4-H groups.

104 Section 2. This ordinance shall become effective upon passage and publication.

105 Section 3. The repeal and recreation of any section herein shall not have any effect on
106 existing litigation and shall not operate as an abatement of any action or proceeding then
107 pending or by virtue of the repealed sections.

108 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
109 repealed.

July 06, 2021
Property & Insurance Committee
Monthly Report
Maintenance Department
Green Lake County

571 County Road A

Replaced 2'x2' fluorescent fixture with LED Unit J – Corrections
Assembled cart – Corrections
Replaced fluorescent fixture with LED 2'x2' – Unit L above restroom sink – Corrections
Replaced fluorescent fixture with LED 2'x2' – Unit N dayroom hallway above bunks – Corrections
Report of outlets not working med room one emergency outlet and one service outlet/tripped breaker/reset – Corrections
Report of knob not working on convection oven jail kitchen/checked-switch working-operator did not activate gas valve switch – Corrections
Report of front toilet being clogged Unit A/checked- found apple core with some strings - Corrections
Reinstalled security screw from counter bracket north wall of library – Corrections
Replaced guard 1 button top tier Unit C – Corrections
Replaced light fixture in change-over/rec area with LED – Corrections
Re-installed security screw wall plate rec. #6 – Corrections
Repaired damaged drain pipe between dishwasher and sink jail kitchen - Corrections
Report of very little water pressure sink/repared water spout unit D5 removed foreign debris/cleaned – Corrections
Replaced 3 fluorescent fixtures with LED Unit N - Corrections
Report of on/off switch not working in jail kitchen/switch working/tightened mounting screws – Corrections
Replaced 2/ 4' fixtures with LED corrections admin office - Corrections
Privacy coating applied to office door window per request DA office - DA
Removed keyboard tray from work station and relocated back to DA office desk - DA
Replaced expired controller on HP 2.23 services CA
Replaced lamp in can fixture behind recep. counter - ROD
Replaced flush diaphragm women's staff restroom 1st floor – HHS
Replaced 2' lamp HHS staff entrance - HHS
General Maintenance performed
Scheduled Maintenance performed

500 Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton- Replaced defective generator battery 06/27/21-present battery was installed 02/20

Markesan

Kingston

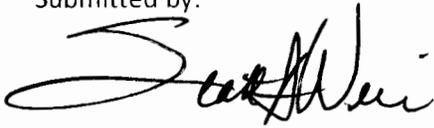
Green Lake – Blower motor on order from Brewer HVAC (bearing worn) in wall mount AC unit motor due in 07/08/21

Berlin

General Maintenance performed

Scheduled Maintenance performed

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and "W".

Scott A. Weir

Maintenance Director/Parks & Recreation Director

Green Lake County